



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
REGION VI

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**APPLICATION FOR A LICENSE TO OPERATE  
PRIVATE EMPLOYMENT AGENCY EVALUATION SHEET**

Name of Company : \_\_\_\_\_  
Business Address : \_\_\_\_\_  
Nature of Business : \_\_\_\_\_  
TIN : \_\_\_\_\_

A. Documents Submitted:

**NEW**

- Duly accomplished application form;
- Certified copy of the certificate of business registration and copy of the original application obtained from the Department of Trade and Industry (DTI), in the case of single proprietorship; or a certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation;
- Documentary proof of ownership or lease of an office space with a floor area of at least fifty (50) square meters for the exclusive use of the agency. In case of lease, the contract must be for a period of one (1) year with an option for renewal;
- NBI clearance of the applicant, or the partners in the case of a partnership or all the officers and members of the Board of Directors, in the case of a corporation;
- An affidavit of undertaking stating among others that the applicant shall:
  - not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
  - ensure that DOLE standard recruitment are adhered to by the parties;
  - not collect any fees whatsoever from the applicants; and
  - assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities.
- Names of designated Office Manager and Secretary or Clerk who must be knowledgeable in the preparation and review of documents;
- List of representatives who must be at least college level and/or with relevant training or experience in the recruitment industry; and

**RENEWAL** – submit the following in addition to the above stated requirements:

- DOLE Certificate of No Pending/Has Pending Case

B. Findings:

\_\_\_\_\_  
\_\_\_\_\_

C. Recommendations:

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Evaluator:

Recommending Approval:

\_\_\_\_\_  
Authorized Personnel

\_\_\_\_\_  
**Field Office/Division Head**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPROVED:\***

\_\_\_\_\_  
Head of Office

*\*Only applicable if the document is being processed in the Regional Office*